

MEMORANDUM

	ADDRESSED TO THE DCI, THE DDCI, AND THE EXECUTIVE DIRECTOR	FOR THE SIGNATURE OF THE DCI, THE DDCI, AND THE EXECUTIVE DIRECTOR	FOR THE SIGNATURE OF THE DD/S <u>Internal</u> <u>External</u>
Stationery	Plain bond	DCI, DDCI letterhead	Plain bond CIA letterhead
Date	Dated when signed	Not dated in the office of origin	Not dated in the office of origin
MEMORANDUM FOR:	Executive Director (as appropriate)	Secretary of Defense (as appropriate)	Automatic Data Processing Division Office of the Comptroller Director, Plans and Policy Staff Joint Chiefs of Staff Department of Defense
	See examples for letter format		See examples for letter format
THROUGH :	As appropriate		As appropriate
ATTENTION :	As appropriate		As appropriate
SUBJECT :	Correspondence Standards as Applied to the Central Intelligence Agency		Same format as for the DCI
REFERENCES :	(a) HN 1-33 dtd 3 Apr 63, subj: "Organization of the Office of the Director." (b) Memo dtd 25 Apr 63 from DDCI to DD/S, subj: "Quote subject"		Same format as for the DCI
	(Do not use a logging number as a reference since it offers no help in identifying papers.)		
Text	The first paragraph should state concisely the purpose of the correspondence: approval, recommendation, information, etc. (See attachment for correct form.)		The same generalizations apply as for the DCI
	The general format for staff studies should be as follows: Problem Discussion Conclusions Recommendations		

~~CONFIDENTIAL~~

Approved For Release 2001/09/03 : CIA-RDP74-00005R000200100028-2

SIGNATURE BLOCK

EXTERNAL CORRESPONDENCE

FOR THE SIGNATURE OF THE DD/S

	<u>Memorandums</u>	<u>Letters</u>	<u>Internal</u>	<u>External</u>
Stationery	Office of the Director		Plain bond	CIA letterhead
* Check with senior secretaries for complimentary close to various addressees.	John A. McCone/ Director	*Sincerely, 5 John A. McCone Director	#L. K. WHITE Deputy Director (Support)	Memo: #L. K. WHITE Deputy Director (Support)
	Marshall S. Carter/ Lieutenant General, USA Acting Director	*Faithfully yours, 5 Marshall S. Carter Lieutenant General, USA Acting Director		Letter: Sincerely, 4 L. K. White Deputy Director (Support)
Stationery	Office of the Deputy Director			# On an executive typewriter, use only initial caps.
	Marshall S. Carter/ Lieutenant General, USA Deputy Director	*Faithfully yours, 5 Marshall S. Carter Lieutenant General, USA Deputy Director		
Stationery	Office of the Director			
	Lyman B. Kirkpatrick/ Executive Director	Sincerely yours, 5 Lyman B. Kirkpatrick Executive Director		

x All caps

Approved For Release 2001/09/03 : CIA-RDP74-00005R000200100028-2

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Approved For Release 2001/09/03 : CIA-RDP74-00005R000200100028-2

ENCLOSURES AND DISTRIBUTION

	ADDRESSED TO THE DCI, THE DDCI, AND THE EXECUTIVE DIRECTOR	FOR THE SIGNATURE OF THE DCI, THE DDCI, AND THE EXECUTIVE DIRECTOR	FOR THE SIGNATURE OF THE DD/S
			<u>Internal</u> <u>External</u>
Enclosures	Typed on orig. and all copies		Typed on orig. and all copies
	3 Atts. <i>spelled out</i> 1 - Memo dtd (etc.) 2 - (Identify specifically) 3 - " "	2 Encls. <i>spelled out</i> (Identify only when the enclosures are of unusual importance.)	3 Atts. <i>spelled out</i> Att 1 - Memo dtd (etc.) Att 2 - (Identify specifically) Att 3 - " "
			2 Encls. <i>spelled out</i> Encl 1 - (Identify specifically) Encl 2 - " "
Information copies	Typed on orig. and all copies	Show only other external distribution on orig. and external copies.	Typed on orig. and all copies Show only other external distribution on orig. and external copies.
	cc: Inspector General	cc: Secretary of the Army	Same style as for the DCI
Identification line	DTR:MBaird:mpd (2 Feb 63) Rewritten:EA-DD/S:RBF:maq (3 Feb 63) (As necessary)	Same format Shown only on internal copies	Same format as for the DCI
Distribution	Shown on orig. and all copies of memos for approval, action, and concurrence. Not shown on information memos.	Shown only on internal copies	Shown on all copies Shown on all internal copies (See note for correspondence addressed to the DCI, the DDCI, and the Executive Director)

May be put on the back of the page or on an additional page when the memo fills the entire page.
(When necessary to use an additional page, it should be properly titled to connect it with the main body.)

Must reflect the actual distribution made by the signing official.

Approved For Release 2001/09/03 : CIA-RDP74-00005R000200100028-2

~~CONFIDENTIAL~~

ASSEMBLY OF CORRESPONDENCE

Clip the following together:

1. Blue memo form should be put on all letters going to the DCI, the DDCI, and the Executive Director for signature, approval, or forwarding. The purpose of this form is a good summary, brief and to the point. (Used primarily at the Deputy Directorate level.)
2. Thin tissue on the top of the bond original for protection in processing. (External correspondence only)
3. The bond original and courtesy copy (as necessary).
4. The Registry copy (official copy) which includes signed concurrences as appropriate. (For the DD/S, concurrences are signed on the chrono copy.)
5. Background material or references which are necessary to the subject.
6. All other carbon copies for distribution to other offices (to be clipped together).
 - a. Forward all copies to the DD/S Registry; they handle the dissemination.
 - b. Staple the properly addressed buck slips for the return copies (or for any copies). Never staple original pages of a letter. (Memos may be stapled.)
7. DCI signature tabs should not be attached in the office of origin. They will be attached in O-DD/S. *G/DCI*
8. All envelopes, mailing slips, and document receipts.
 - a. Attach envelopes properly addressed.
 - b. Correspondence going to another Government agency does not require a franked envelope (it goes by messenger). Indicate room or Stop number so the messenger has no difficulty in delivering it. Obtain Stop number from Mail and Courier Branch, x5802.
 - c. If the document is classified, use two opaque envelopes. The inner envelope should be addressed and stamped with the highest classification of the documents. If opaque envelopes are not available, wrap bond paper around the inner classified envelope. The classification is never stamped on the outer envelope.

ASSEMBLY OF CORRESPONDENCE con.

- d. If the document is classified and going outside the Agency, document receipts must be included. (Documents receipts are also enclosed with TOP SECRET internal correspondence.) The receipts must be filled out to be returned to the office that has the responsibility for dissemination.

MISCELLANEOUS

APPROVAL PAPER

The original and all copies will bear the distribution, even those signed by the DCI, the DDCI, or the Executive Director.

REPORTING OF CONVERSATIONS

This may take the form of a Memorandum of Conversation or a Memorandum for the Record, depending on the circumstances. Only the original and one copy need to be forwarded to the Director.

NUMBERING PARAGRAPHS

Paragraphs are numbered on a memo unless there is only one paragraph. Paragraphs are never numbered on a letter or on a memo to the President. (Memos to the President are double spaced.)

DISTRIBUTION

Indicate the recipient of each copy with a check mark by the proper designation in the distribution. When indicating the distribution of copies of TOP SECRET documents, show in the distribution the exact copy number.

COORDINATION

It is the responsibility of the originating officer to see that papers are properly coordinated before they reach the Office of the Director.